



SITE PLAN CHECKLIST

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

* This checklist is not all-inclusive of all City ordinances and standards.

GENERAL ([ZO](#), [§6.05.08](#))

- ☐ Submit all documents specified on the Required Documents checklist.
- ☐ **Submit a disk with all plans – plans will be date stamped electronically.**
- ☐ Site boundaries, bearings and dimensions, lot lines, site acreage and square footage, and approximate distance to the nearest cross street
- ☐ Location map, north arrow, scale, title block (located in the lower right hand corner) containing the following information: proposed subdivision name, block designation, lot number, acreage, Abstract/Survey name and number, City Project Number to be provided at time of submittal, and preparation date
- ☐ Legend, if abbreviations or symbols are used
- ☐ Name, address and phone number of owner, applicant, and surveyor and/or engineer
- ☐ City Action block placed above title block

ACTION		
	APPROVED	DENIED
STAFF	_____ Date	_____ Initials
P&Z	_____ Date	_____ Initials
Neighborhood # _____		
See the Staff Approval Letter or P&Z Result Memo for any conditions associated with the approval of the project.		

- ☐ For non-residential and multi-family developments, provide site data summary table using the following format:
 - ___ For multi-lot developments, provide a column for each lot and a row for development totals
 - ___ Zoning
 - ___ Proposed Use, ([§3.02 Use Chart](#))
 - ___ Lot Area, excluding right-of-way (square footage and acreage)
 - ___ Building Area (gross square footage)
 - ___ Building Height (feet and number of stories), ([§2.06.04](#) & [§2.06.05](#))
 - ___ Lot Coverage ([§2.06.04](#) & [§2.06.05](#))
 - ___ Floor Area Ratio (for non-residential zoning), ([§2.06.05](#))
 - ___ Total Parking Required (with ratio), ([§4.04](#))
 - ___ Total Parking Provided

- ___ Water Resource Zone Required (5% minimum of paved surface required for commercial; 7% minimum for multifamily), ([§4.02.09\(B\)\(2\)](#))
- ___ Water Resource Zone Provided
- ___ Usable Open Space Required, ([§4.13.02](#) & [§4.13.03](#))
- ___ Usable Open Space Provided
- ___ Square footage of Impervious Surface
- ___ Note: "Handicap parking is provided in accordance with ADA standards"

IF APPLICABLE:

- ☐ Multi-Family and Urban Living developments - Number of Dwelling Units with Number of Bedrooms, by building/phase, ([§4.12\(E\)](#)).
- ☐ Existing and proposed improvements within 75 feet of the subject property, subdivision name, zoning, and land use description of property adjacent to the subject property
- ☐ Existing and proposed building locations, building size and dimensions, finished floor elevation, density, height, dimensions between buildings on the same lot, building lines and setbacks, and use, ([§2.06](#))
- ☐ **Existing and proposed easements** (utility, fire lane, landscape, visibility, access and maintenance, public way access, drainage, and drainage and detention, etc.). **Depict existing and proposed franchise utility easements.**
- ☐ Parking areas and structures, including the number and layout of standard spaces, standard parking dimensions, two-foot overhang, if applicable, angle of parking if other than 90 degrees, handicap spaces, drive aisles, loading and unloading areas, ([§4.04](#))
- ☐ Location of ramps, crosswalks, sidewalks, and barrier free ramps with typical dimensions
- ☐ Location of off-street loading areas, dumpsters, and trash compactors with height and material of screening
- ☐ Proposed dedications and reservations of land for public use including but limited to: rights of way, easements, park land, open space, drainage ways, flood plains and facility sites with gross and net acreage
- ☐ Screening walls, fences, living screens, retaining walls, headlight screens and service area screens, including height and type of construction and/or planting specification, ([§4.03](#))



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- ☐ Landscape islands with dimensions of the width for islands along a main driveway
- ☐ Landscape buffers with dimensions, ([§4.02.04](#))
- ☐ Additional information as requested by staff to clarify the proposed development and compliance with minimum development easement requirements
- ☐ Identify vegetation and sensitive areas
- ☐ Limited access control gates across fire lane easements shall be shown on the site plan and are subject to Fire Department approval
- ☐ City of Frisco site plan notes:
 1. Any revision to this plan will require city approval and will require revisions to any corresponding plans to avoid conflicts between plans.
 2. Open storage, where permitted, shall be screened in accordance with the Zoning Ordinance.
 3. Buildings with an aggregate sum of 5,000 square feet or greater on a lot shall have automatic fire sprinklers installed throughout all structures. Alternative fire protection measures may be approved by the Fire Department.
 4. All signage is subject to Building Inspection Division approval.
 5. All fences and retaining walls shall be shown on the site plan and are subject to Building Inspection Division approval.

ENGINEERING

- ☐ Existing topography at two (2) foot contours or less and proposed at two (2) foot contours or less, referenced to sea level datum
- ☐ Natural features including tree masses and anticipated tree loss, flood plains, drainage ways and creeks
- ☐ Proposed reclamation of floodplain area(s), if applicable, with acreage
- ☐ FEMA 100-year floodplain with elevation. Include finished floor elevations of all lot adjacent to floodplain. If the site does not contain a floodplain, note that: "no floodplain exists on the site"
- ☐ Proposed detention areas (note easement)
- ☐ Water and sanitary sewer mains and service lines with sizes, valves, fire hydrants, manholes, and other structures on site or immediately adjacent to the site specified
- ☐ Water and sewer connections, meter locations, sizes, and meter and/or detector check valve vaults indicated
- ☐ Inlets, culverts and other drainage structures on-site and immediately adjacent to the site

TRAFFIC

- ☐ Public streets, private drives and fire lanes with pavement widths, right of way, median openings, turn lanes (including storage and transition space),
- ☐ Existing driveways on adjacent property, and driveways shown on approved plans for adjacent property with dimensions, radii and surface type
- ☐ Distances (measured edge to edge) between existing and proposed driveways (on-site and off-site) and streets

FIRE

- ☐ Fire lanes must be provided within 150 feet of all exterior walls of any building. A 10 feet unobstructed width must be provided around a building for adequate fire department access.
- ☐ Interior turning radius for the fire lane must be a minimum of 20 feet.
- ☐ Fire hydrants must be provided at the entrances and intersections.
- ☐ Fire hydrants must be spaced no greater than 300 feet apart for a commercial development and no greater than 500 feet for residential development.
- ☐ Automatic fire sprinkler system will be required for the proposed buildings if the square footage exceeds 5,000 square feet on each lot or the occupant load within the assembly occupancy exceeds 100 people. Show the fire department connection for the fire sprinkler system must be located within 100 feet of a fire hydrant and 50 feet of a fire lane.

OTHER

- ☐ Other plans which are required to be submitted with a Site Plan:
 - ___ Construction plans
 - ___ Landscape plans (including screening plans)
 - ___ Detailed Tree Survey and Tree Preservation Plan
 - ___ Open Space Plan
 - ___ Facade Plan
 - ___ Conveyance Plat, if applicable
 - ___ Flood study, if applicable
 - ___ Traffic Impact Analysis if required (see Engineering Standards for TIA criteria)
 - ___ Any necessary offsite easements
 - ___ Other approvals as required by ordinance or resolution

Preparer's Name: _____

Preparer's Signature: _____